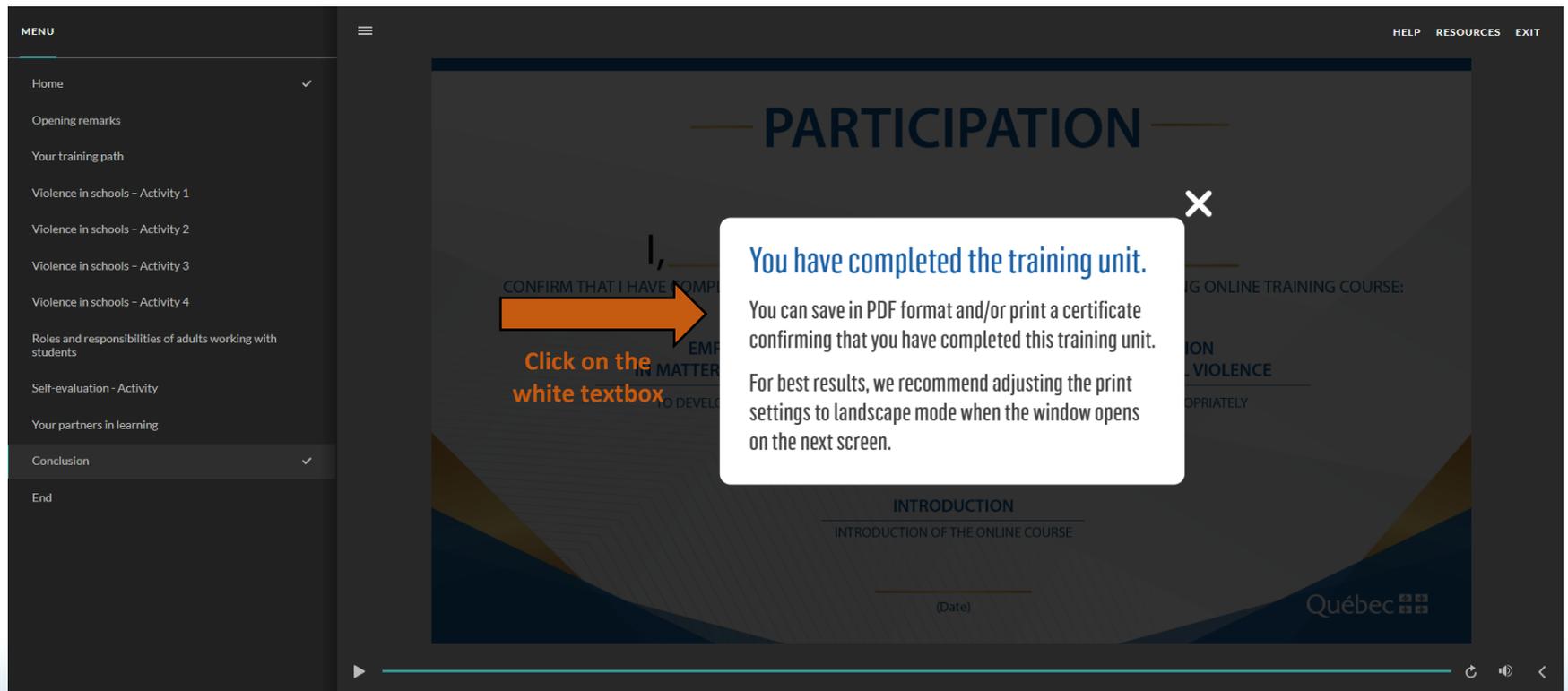


# Procedure for downloading participation certificates

1. At the end of each training unit, it is possible to download a participation certificate. When you reach the end of a unit, a window will appear automatically. Click on the window.



The screenshot shows a dark-themed user interface for a training course. On the left is a vertical menu with items like 'Home', 'Opening remarks', 'Your training path', and 'Conclusion'. The main area displays the word 'PARTICIPATION' in large letters. A white notification box with a close button (X) is overlaid on the screen, containing the text: 'You have completed the training unit. You can save in PDF format and/or print a certificate confirming that you have completed this training unit. For best results, we recommend adjusting the print settings to landscape mode when the window opens on the next screen.' An orange arrow points from the text 'Click on the white textbox' to the notification box. The background of the main screen shows a certificate form with fields for 'I, \_\_\_\_\_', 'CONFIRM THAT I HAVE COMPLETED THIS ONLINE TRAINING COURSE:', 'EMPHASIS ON VIOLENCE', and 'DATE DEVELOPED'. The Québec logo is visible in the bottom right corner.

2. A new page will appear, allowing you to personalize the participation certificate by entering your name and the date. Enter your details and click “Continue.”

The screenshot shows a digital interface for a participation certificate. On the left is a dark sidebar menu with the following items: Home (checked), Opening remarks, Your training path, Violence in schools – Activity 1, Violence in schools – Activity 2, Violence in schools – Activity 3, Violence in schools – Activity 4, Roles and responsibilities of adults working with students, Self-evaluation - Activity, Your partners in learning, Conclusion (checked), and End. The main content area has a dark background with the title "PARTICIPATION" at the top. Below the title, it says "Please enter your name in order to obtain your certificate" followed by a text input field containing "Type your full name here". An orange arrow points to this field with the text "Write your name". Below this is a paragraph: "I, [redacted] THAT I HAVE COMPLETED THE INTRODUCTION UNIT (9 MINUTES) OF THE FOLLOWING ONLINE TRAINING COURSE:". The course title is "EMPOWERING ADULTS WORKING WITH STUDENTS TO TAKE ACTION IN MATTERS INVOLVING BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE". Below the title is a five-star rating and the word "INTRODUCTION". Underneath is "INTRODUCTION OF THE ONLINE COURSE" and a date input field with "Enter date here" and "(Date)" below it. An orange arrow points to this field with the text "Enter the date". To the right of the date field is a blue "CONTINUE" button with a right-pointing arrow. At the bottom of the screen is a video player control bar with play, volume, and navigation icons.

3. A new window will appear, allowing you to save the participation certificate in PDF format or have it printed.

**Option A – Save in PDF format**

In the Destination or Printer drop-down menu, select “Save as PDF,” “Adobe PDF” or “Print to PDF.” For best results, select the “Landscape” layout. Save the document.

The screenshot shows a participation certificate template on the left and a printout control panel on the right. The certificate includes the title "PARTICIPATION", a field for "Full name", and text confirming completion of an online training course. The course title is "EMPOWERING ADULTS WORKING WITH STUDENTS TO TAKE ACTION IN MATTERS INVOLVING BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE". It also features a star rating, the word "INTRODUCTION", and a date field. The Québec logo is in the bottom right corner. The printout panel on the right has a "Destination" dropdown menu set to "Enregistrer au format PDF", "Pages" set to "Complète", and "Mise en page" set to "Paysage". At the bottom of the panel are "Enregistrer" and "Annuler" buttons. Annotations with orange arrows point to the "Destination" dropdown, the "Mise en page" dropdown, and the "Enregistrer" button.

Empowering Adults Working With Students to Take Action - Introduction

**PARTICIPATION**

I, \_\_\_\_\_ Full name

CONFIRM THAT I HAVE COMPLETED THE INTRODUCTION UNIT (9 MINUTES) OF THE FOLLOWING ONLINE TRAINING COURSE:

**EMPOWERING ADULTS WORKING WITH STUDENTS TO TAKE ACTION IN MATTERS INVOLVING BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE**

TO DEVELOP THE KNOWLEDGE AND SKILLS NEEDED TO PREVENT AND INTERVENE APPROPRIATELY IN SITUATIONS OF BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE.

★ ★ ★ ★ ★

**INTRODUCTION**  
INTRODUCTION OF THE ONLINE COURSE

Date \_\_\_\_\_  
(Date)

Québec

1/1

Imprimer 1 page

Destination Enregistrer au format PDF

Pages Complète

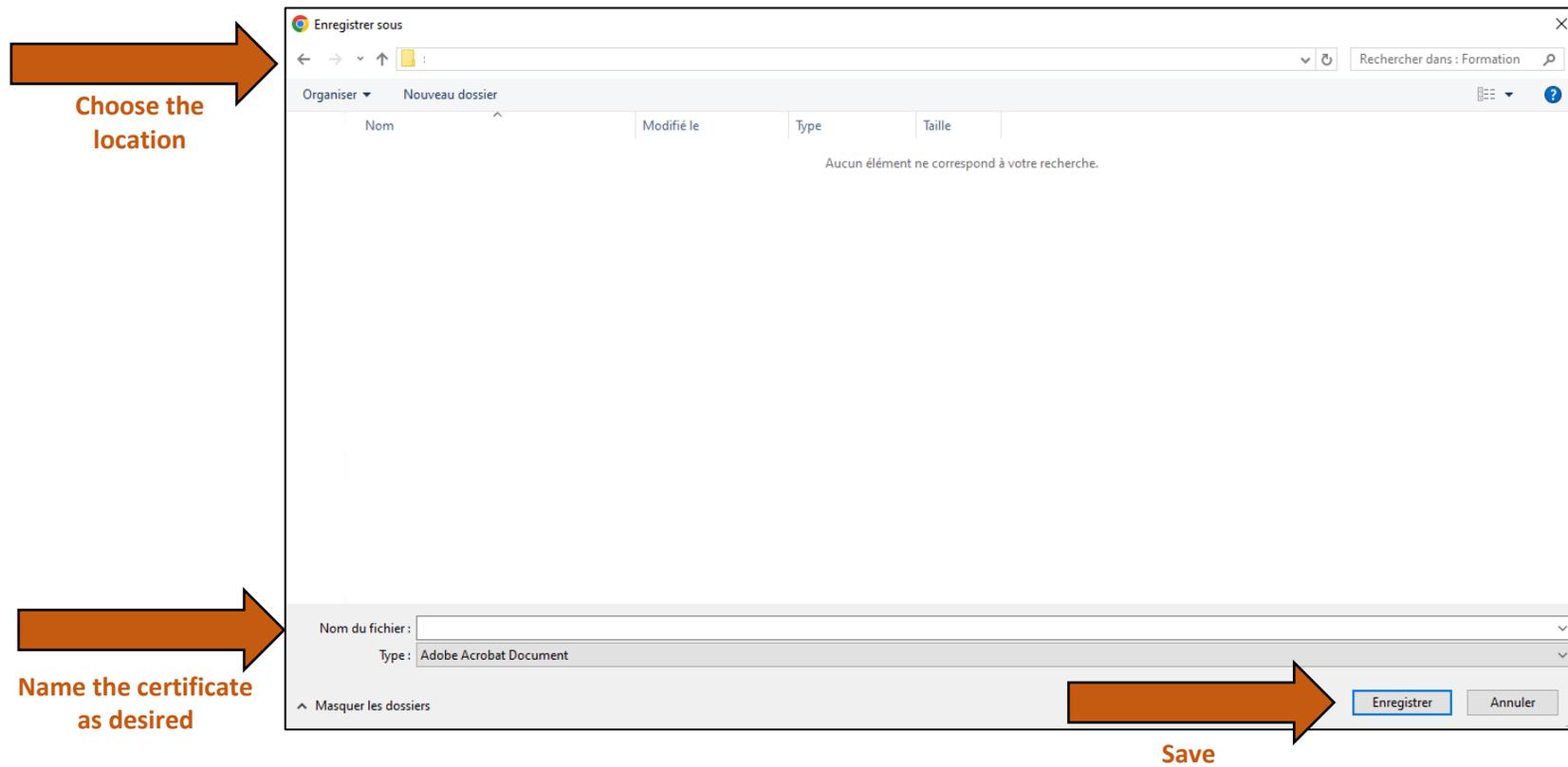
Mise en page Paysage

Plus de paramètres

Click on “Save” or “Print”

Enregistrer Annuler

A new window will appear, allowing you to choose the location for saving the certificate and to name it as desired. Click on “Save.”



### Option B – Print the document

In the Destination or Printer drop-down menu, choose your printer. For best results, select the “Landscape” layout. Print the document.

Empowering Adults Working With Students to Take Action - Introduction

## PARTICIPATION

I, \_\_\_\_\_ Full name

CONFIRM THAT I HAVE COMPLETED THE INTRODUCTION UNIT (9 MINUTES) OF THE FOLLOWING ONLINE TRAINING COURSE:

EMPOWERING ADULTS WORKING WITH STUDENTS TO TAKE ACTION  
IN MATTERS INVOLVING BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE

TO DEVELOP THE KNOWLEDGE AND SKILLS NEEDED TO PREVENT AND INTERVENE APPROPRIATELY  
IN SITUATIONS OF BULLYING AND VIOLENCE, INCLUDING SEXUAL VIOLENCE.

★ ★ ★ ★ ★ ★ ★ ★

INTRODUCTION  
INTRODUCTION OF THE ONLINE COURSE

Date \_\_\_\_\_  
(Date)

Québec

1/1

Imprimer 1 feuille de papier

Destination Printer123

Pages Complète

Mise en page Paysage

Couleur Couleur

Plus de paramètres

Print Imprimer Annuler